

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 10: Adoption/Permanency	Effective Date: August 1, 2008
	Section 7: SNAP Services	Version: 2

POLICY	OLD POLICY: 707.23, 707.24, 707.11
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Through its Special Needs Adoption Program (SNAP), the Indiana Department of Child Services (DCS) will provide every child eligible for the SNAP with adoption services. Available SNAP services will include, but not limited to:

1. Registering the child with the Indiana Adoption Program.
2. Posting information about the child on the internet.

Note: All children, regardless of eligibility to the SNAP program, are to be posted on the non-identifying website.

3. Submitting the child's information for publication in the "Opening Hearts, Changing Lives" picture book.
4. Identifying qualified adoptive families for every child who is legally free for adoption.
5. Interviewing families to determine the best adoptive family match for the child.
6. Submitting the child's information for publication in "AdoptUSKids" if six (6) months have passed since the Termination of Parental Rights (TPR) filing and no adoptive match has been made.
7. Making referrals and coordinating the provision of pre- and post-adoptive services for the child and the adoptive family.

Code References

1. [IC 31-34-21-7.3 Internet posting of nonidentifying information](#)

PROCEDURE

The SNAP Specialist will:

1. Ensure that the child's information is posted to the internet within two (2) days of receipt of the [Child Registration for Internet](#) form from the adoption worker. See related information for details.
2. Provide the child's registration form, photo and social summary within two (2) days of receipt from the adoption worker for publication in the "Opening Hearts, Changing Lives" picture book. See Related Information for details.
3. Forward the child's information for publication in "AdoptUsKids" if six (6) months have passed since the TPR filing and no match has been made. See Related Information for details.
4. Respond to adoption inquiries and make referrals to appropriate adoptive services within two (2) business days of the inquiry;
5. Attempt to identify three (3) qualified potential adoptive families for every available child.
6. Schedule a family interview to review and discuss the family preparation study and facilitate a discussion about the quality of the match between the child and the

- prospective adoptive family, for every prospective adoptive family-child-match. See related policy, [10.08 SNAP Team Meetings](#) for additional information; and
7. Visit each county office in the assigned region quarterly.

PRACTICE GUIDANCE

1. N/A

FORMS AND TOOLS

1. [Child Registration for Internet \(SF50016\)](#)
2. [Child Registration: My Forever Family form \(SF11840\)](#)
3. [Change Notice: My Forever Family form \(SF9703\)](#)

RELATED INFORMATION

Submitting Child's Information for Publication in the "Opening Hearts, Changing Lives" (Adoption Initiative)

<http://www.indianaheartgallery.org/>

Registering Child with "AdoptUsKids"

<http://www.adoptuskids.org/>